

Utah Prosecution Council Meeting
Wednesday - April 14, 2024, 1:30 p.m.
via Teams

Approved Minutes

Present: Ed Montgomery, City of South Jordan, UPC Chair (In person)
Dan Burton, Chief Criminal Deputy, Utah Attorney General's Office (In person)
Stephen D. Foote, UPC Chair, Duchesne County Attorney (In person)
Jeff Gray, Utah County Attorney (Remote)
Randall McUne, Cedar City Attorney (Remote)
Stuart Williams, Clearfield City Attorney (In person)
Robert Van Dyke, Kane County Attorney (In person)
Karyn Walker, UPAA Chair, Provo City Attorney's Office (In person)

Excused: Jess L. Anderson, Utah Commissioner of Public Safety
Sim Gill, Salt Lake County District Attorney
Troy Rawlings, Davis County Attorney
Sean Reyes, Utah Attorney General

Guests: Jeff Buhman, SWAP (In person)

1. WELCOME

A. The Council members were welcomed and the meeting convened.

2. REVIEW MINUTES FROM PREVIOUS MEETINGS

A. April 17, 2024 Minutes. Stuart Williams made the motion to approve the meeting minutes from January 24, 2024. Stephen Foote seconded and the motion passed unanimously.

3. COUNCIL MEMBERSHIP

- A. UMPA leadership met and has nominated Samantha Smith, South Jordan City to fill the open position. Stephen Foote made the motion to accept UMPA's nomination of Samantha Smith to fill the vacant seat on the council. Stuart Williams seconded and the motion passed unanimously.
- B. Bob distributed the Council term dates for their information.

4. FY24 BUDGET REVIEW

Robert Church reviewed the financial report as outlined in the Director's Summary. Please refer to the Director's Summary.

A. Council reviewed the budget. Hearing no questions. Bob moved to the next item.

5. SECRETARY

- A. Robert Church reported that the Legislature did not fund a full-time secretary. UPC has had two years of healthy carry overs so there will be enough funds to support a 3/4 time without benefits secretary position for FY24-25. Next year, Robert will seek full-time funding from the Legislature as UPC may not be able to support this position on going. After Council's discussion regarding the budget to support the secretary position, Rob Van Dyke made the motion to approve the main funds within the budget to hire an additional part-time secretary before the beginning of the new fiscal year. This position will be for 29 hours on average. Motion passed by acclamation.
- B. Applications will be accepted in May and the interview panel will begin interviews sometime in June. Hopefully, a new secretary will be hired by July. Any Council members interested in participating on the interview panel are welcome. Karyn Walker said she would like to be on the interview panel.

6. UNUSUAL PROSECUTION EXPENSES

Robert Church reviewed the budget and history of the Unusual Prosecution Expenses. Additional information is included in the Director's Summary.

- A. Council reviewed the existing 1996/1999 guidelines and discussed the procedure of how to assess, grant "reimbursement" and distribute the funds. It was felt that the release of funds are to be reimbursements. Rob VanDyke made the motion that a notice (email) be sent out to county and city officials, include the guidelines, invite those who are interested to apply, and the Executive Board will review and award reimbursements based upon the guidelines. Stephen Foote seconded the motion and the motion passed. The Executive Board would consist of Council Chair, Council Co-Chair and UPC Director. Applications will be due June 1st.
- B. It was suggested to conduct a survey to see what agencies would take advantage of the fund if it were made available.

7. JOHN R. JUSTICE REVIEW COMMITTEE

- A. Bob Church indicated a position on this committee, left vacant by Steve Garside, needs to be filled. Stuart Williams volunteered to replace Steve Garside on this committee.

8. 2024 LEGISLATIVE SESSION

Robert Church made the following legislative session report. Additional detailed information is included in the Director's Summary.

- A. All state employees will receive a 3% COLA increase.
- B. Governor's budget recommended \$233,200 for DV Resource Prosecutor. However, appropriation committee recommended it as a one-time funding. This was not a practical solution for a full-time ongoing position. So it was not funded. Bob will pursue it again next year.
- C. Secretary. Bob asked the subcommittee not take back the extra \$90K that we received as part of the salary increase last year. We were going to use it to hire a secretary but the legislature was looking for pockets of money to reclaim. It was suggested to move that \$90K carry over into the Unusual Prosecution Expenses

line item. Bob will check to see if that is possible to do. Rob VanDyke made the motion that if Bob determines this additional money \$90K is available to spend this year and that it be added to the \$25K as potential Unusual Prosecution Expenses. Dan Burton seconded the motion. Rob VanDyke made an amendment to the motion that in stead of the \$90K it would be up to the excess of the carry over. Dan Burton seconded the amendment to the motion and the motion passed unanimously.

9. TRAINING COMMITTEE

Robert Church gave the following Training Committee report. Please refer to the Director's Summary for details.

- A. Train the Trainer - March 24-27, 2024 in Logan, Riverwoods Conference Center
 - i. There were 8 Faculty/staff and 21 students of which there were really good candidates as faculty for Basic as well as trainers at other conferences.
 - ii. Stephanie Quintero, paralegal from Box Elder County and on the UPAA Board, wanted to observe our course so volunteered her time to come observe and help. She was a tremendous asset.
- B. Visual Trial Skills: College Drive
 - i. 2024's Courses now available online to register
 - (1) April 11, 2024
 - (a) 9 students
 - (2) June 20, 2024
 - (3) September 5, 2024
 - (4) November 14, 2024
 - ii. Paralegals are expressing interest. We've talked with Blair about possibly adding a limited number of slots to each course or holding a separate paralegal course.
- b. Spring Conference - April 18 - 19, 2024 at the Provo Marriott
- c. Regional Legislative Updates - May 1 - 31
- d. UMPA Planning Committee met to plan their conference
 - i. November 7-8, SpringHill Suites in Moab
- e. Civil Conference - October 16-18 at the Moab Valley Inn
 - i. UCDA met and discussed the fact that 2024 is the last year UPC is sponsoring this conference.

10. PROSECUTOR OF THE YEAR AWARD

Robert reported that Ryan Shaum, Chief Deputy, Washington County was selected by committee to receive this award. Congratulations to Ryan.

11. ePROSECUTOR

Ron Weight gave the following E-filing report.

- A. Ron indicated that he met with JTI and has been running e-filing tests. He did an e-filing test with the courts and it worked really well.
 - i. Also, Iron County and Washington City have agreed to be included in the testing process with the courts. Some issues are being worked out with adding additional documents to an already existing case versus starting a

- case from scratch.
- ii Has been in contact with CCJJ and will be able to get some additional licenses. Bob will be reaching out to jurisdictions to see if they'd like to switch and take advantage of this grant funded opportunity.
- iii. Jeff Buhman indicated he is a member of the Statewide Data System Committee and asked for system help /expertise. The committee looks at all criminal data and are more prosecutor focused this year. He is looking for someone who knows the eprosecutor system. Robert Church indicated that he would be willing to join the meetings and help where he can.

12. UPAA REPORT

Karyn Walker, Chair of UPAA gave the following UPAA report.

- A. Open position on the Board. Haley Christensen stepped down. Announcement will be made at the conference as well as an email that will be sent out.
- B. UPAA Conference - June 12-14, 2024 at the Hilton Garden Inn, St. George.

13. RESOURCE PROSECUTOR REPORT

- A. Tyson Skeen TSRP. Please refer to his report located under *Tab F*.
- B. Trent Dressen SADVRP. Please refer to his report located under *Tab G*.
Trent highlighted HB200 upcoming trainings on August 5-7 Cedar City and Oct. 7-9 at POST.

14. OTHER BUSINESS

- A. Registration/eProsecutor User fee checks. UPC is asking offices to separate events/payments on a separate check. For example, payments for eProsecutor User fees be paid on its own check. Registration checks be split out for each conference not issue checks with multiple conferences (i.e., Spring Conference registration fee on one check, Basic payments on another check). Marilyn and AG's accounting/ finance department would appreciate it.
- B. Also, it would help to list the attendees names on conference registration checks.
- C. Bob will send out an email to this affect.

15. NEXT MEETING

June 24, 2024

Heber City

10:00 a.m. UPC

12:00 p.m. SWAP

September 10, in the afternoon

SWAP will be meeting with UAC at another date and time.

16. MEETING ADJOURNED